2019-20 Grants in Aid
COVID-19 Impacted & Cancelled Event(s)
Final Report Checklist

Organization: ____________________________

Event(s) Name: _________________________

Event Date(s): _________________________

The report must consist of the following:

☐ **COVID-19 Impact Report**: Please include a detailed report on your cancelled event(s) or partially cancelled event series due to COVID-19. Report should include a brief synopsis of the activities of the reporting period including a statement describing activities, services, or programs provided, and any changes such as cancellations, postponements, or any changes that occurred during the reporting period.

☐ **Statistical Survey (required for completed events within series)**: Include the number of participants in the organization’s ongoing activities and/or events that were completed in a series as planned. Survey should also include, to the best of your ability, the demographic make-up of participants, i.e., residents, non-residents, and age groups (youth, teens, adults or senior citizens), and the source the data is based on.

☐ **Financial Report**: A financial statement that details how the City’s grant monies have been expended for promotional efforts. Please provide a detailed report of any grant monies that have been forfeited for promotional efforts due to the cancelled event(s) if any.

☐ **City Recognition**: Provide proof of your organization’s acknowledgement of the City’s support in your promotional materials by means of the City logo and any paid promotion media tied to grant funds if allocated. This can include examples of city recognition on the event(s) website and promotional materials or ads disbursed.